DO • IT • YOURSELF ACCOUNTING

THE CLAN PRACTICAL ACCOUNTANT™

Tutorial Guide

SIR-TECH

This *Tutorial Guide* is meant to give a quick hands-on introduction to *CPA*. For the greatest benefit, it should be read while you are using the Practice Program included with *Clan Practical Accountant.* The Guide is "interactive" in nature, meaning simply that it suggests activities for you to try.

The Tutorial Guide is about using *CPA*. It will be particularly helpful to you if you have little familiarity with computers or the conventions followed in software design. If you have computer experience, you may want to skip reading the Guide and proceed directly to the opening chapters of *The CPA Reference Guide.* If you are unfamiliar with accounting theory or terminology, we recommend you first read *The Beginner's Guide to Bookkeeping* to obtain information you will need before working with the Tutorial Guide.

Clan Practical Accountant

TUTORIAL GUIDE

Program by
Robert Jahncke

Documentation by
G. Daniel Hackett

Published by
SIR-TECH SOFTWARE, INC.
Charlestown Mall
PO Box 245
Ogdensburg, NY 13669

Clan Practical Accountant
TUTORIAL GUIDE

A. Introduction.

Clan Practical Accountant is designed to be as simple and convenient to use as possible. However, even a simple device requires a certain amount of practice. The purpose of this Tutorial Guide is to allow you to practice with *CPA* until you gain the proficiency you need to feel comfortable with the program.

The back ("flip") side of your *CPA* program disk holds a utility program which will create a practice disk. The practice disk made with this program contains sample financial data and a special practice version of *CPA*.

This Tutorial Guide is written to be read as you work with this practice version. Doing so allows us to give you specific examples of things to try, but it also allows you to read only as much as you need. You will probably find that many *CPA* operations are either obvious from the menu listings and prompts, or that you can quickly discover their purposes by simply trying them, with no need for you to read about them here.

Don't worry about doing something wrong because you are beginning use of a new program. The practice version of *CPA* is intended to eliminate any worries you might have. Use it to "play" with *CPA*, experimenting with the various segments and functions to learn the effects of each operation. Since the practice program works with sample data, you can try any option without using your own records.

The practice program serves an additional purpose by demonstrating how *CPA* should function. A properly set-up chart of accounts is vital to successful use of *CPA*. The chart of accounts in the sample data is set up correctly, and can serve as an example for your own chart. (In fact, *CPA* allows you to copy the sample chart of accounts onto your own data disk and modify it as necessary for actual everyday use.) You may also find it helpful to see what the sample transaction records look like when seen in different parts of the program.

The Tutorial Guide is not meant to answer every possible question you might have about bookkeeping or *CPA* use. Instead, it is written to give you a quick introduction to the program's features and functions. Once you have some familiarity with the program, you should be able to find the answers to your specific questions in other parts of these instructions, such as the Beginner's Guide or the Reference Guide.

The most important thing you can do with the practice program and sample data is play with them. Feel free to experiment: you can't hurt

anything of value. You will learn more about what *CPA* does, and how to use it, in an hour or so of using the practice program than we could explain.

B. Making a Practice Disk.

Before proceeding further with this Tutorial Guide, you will need to make a practice disk. This is easy to do.

In order to make a practice disk, the computer you are using must be equipped with two disk drives, as it must be to use the actual *CPA* program. You must also have a new blank disk or a used disk which you don't mind erasing.

To make a practice disk:

1. *Switch the computer ON, and insert the CPA program disk into Drive 1, with the disk label marked "SAMPLE" facing up and toward you. Close the drive door.*

2. *Insert your blank or used disk in Drive 2 and close the drive door.*

3. *When prompted, type* ***OK****.*

Once you select making a practice disk, the procedure is automatic. Your disk drives will be active for about ninety seconds as the practice program and sample data are placed on the disk in Drive 2. When this process is completed, you can then make another practice program disk if you wish by simply replacing the disk in Drive 2 with another blank disk and then pressing **[RETURN]**. (Leave the *CPA* disk unchanged in Drive 1 while making more than one practice disk.)

If you want to begin use of the practice disk, remove the *CPA* program disk from Drive 1 and transfer the practice disk from Drive 2 to Drive 1. When the practice disk is in Drive 1, press **[RETURN]**. After a few seconds of disk drive activity, you will see the *CPA* title screen. Shortly after that, you can begin use of the practice program. (Once you have a practice disk, you can use it at any time without using the *CPA* program disk. Just switch your computer ON and place the practice disk in Drive 1, as you would with the *CPA* program disk or with other commercial software disks.)

You may make as many copies of the practice disk as you wish, and you may give copies of the practice disk to others.

C. The Practice Program.

The practice program is a limited-capability version of *CPA* itself. The practice program will allow you to perform all of *CPA*'s data entry, editing and display functions, but it is not suitable for actual bookkeeping use due to the following limitations:

1. ***It can store only twelve (12) automatic and about one hundred (100) regular transactions, and it will not work with a separate data disk to hold more transactions.***

2. ***It contains no Utility functions. You cannot create, copy or carry forward your own data disks.***

3. ***It will accept entries only for one fiscal year (January 1, 1986 to December 31, 1986). The fiscal year recorded on the practice disk cannot be changed.***

D. The Sample Data.

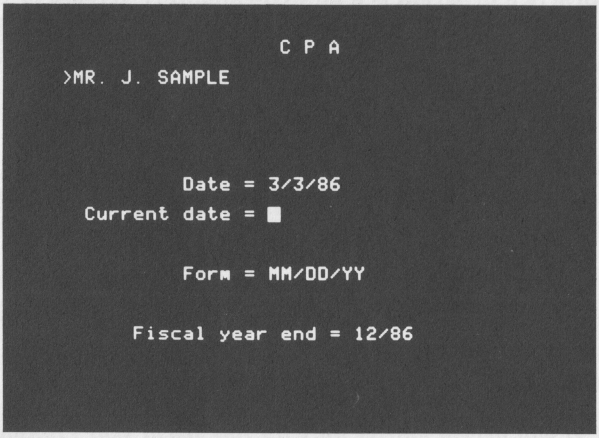
The sample data on the practice disk can be displayed or printed and examined immediately. It contains the chart of accounts and some transaction records for a fictitious individual ("Mr. J. Sample"). You may use the practice program to enter additions to this data, or to change it in any way you desire.

Some of the examples that follow in this Tutorial Guide use the sample data recorded on your program disk at the time of manufacture. Therefore, if you plan on following along with the Guide, we recommend you do not change the sample data until after you have completed the examples. Otherwise, go ahead and alter whatever you want--you can always make a new practice disk if you want to work with the original sample data again.

E. Getting Started in Practice.

Load the practice version of *CPA* by following the procedures on Page 2 of this Tutorial Guide. A few seconds after your disk drive begins running, you should see the *CPA* title page on your monitor screen. The

title page will remain on the monitor for several seconds more as the program loads, then you will see this screen.



Notice that there are two dates on the screen, 3/3/86 and 12/86. 12/86 is the ending date for the fiscal year used with the sample data. This means that only dates from January 1, 1986 to December 31, 1986 may be entered with the practice program. The fiscal year ending date cannot be changed in the practice program, nor can it be changed on a real data disk once transactions are saved on it using the actual *CPA* program. The second date, 3/3/86 or March 3, 1986, is the date entered on this screen when the data disk was last used. This date is changed whenever you perform the next step in using the program--entering the current date.

1. Entering the Current Date.

You should see the cursor following the prompt "**Current date**" immediately below the 3/3/86 date. You will enter the current date in this place every time you use either the *CPA* actual or practice program. We will cover the entering of dates at some length here, because the procedure is the same throughout the program.

***CPA* uses a special "smart" date-entry method to help you enter dates quickly and without errors.** Whenever a date is entered, it is checked to make sure the day is valid for the entered month and year (you can enter February 29 only in a leap year, and you can never enter June 31, for instance), and that the entered year is within the data disk's fiscal year. If you enter an "illegal" date, *CPA* will reject it, identify the problem for you, and wait for you to reenter another date.

The smart date-entry also allows certain shortcuts: if you enter a single number, it is assumed to be the day; if you enter two numbers separated by a slash (/), they are assumed to be the month and day. In

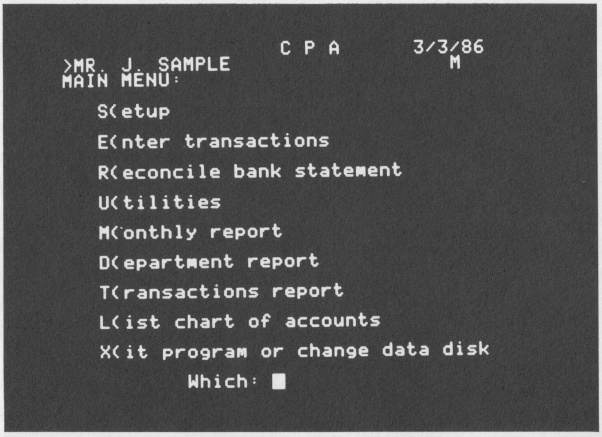
the first shortcut, the last-entered month is supplied by the program. In both shortcuts, the last-entered year (the current fiscal year) is supplied. The shortest cut of all, however, is simply to press **[RETURN]**: when you do this, all of the last-entered date is automatically placed in the date blank by *CPA* without any need for you to retype any part of it.

For now, pretend today is March 5, 1986. Type **5** (five), then press **[RETURN]**. You'll see **3/5/86** appear, then your disk drive will become active.

(If you want to type more than just the day, remember to separate the month, day and year numbers with slashes--7/11/86, for example, **not** 71186 or 7-11-86. Dates are always entered in the order month/day/year. A useful "date" when you are entering transactions is ***0/0***. Use it to open existing asset and liability accounts with their correct balances. **A month and day of zero signals the program to include a transaction in account balances, but not in the business of the current fiscal year.** (Don't use zero dates when you are entering a transaction that did take place in the current year, even if the transaction is the first one in a new account.)

2. The Main Menu.

When the disk drive stops running after you enter the current date, you'll see this screen:



This is the Main Menu. It serves as a "switching yard" to all points in *CPA*. From it you can select whatever program operating segment or print facility you wish to use.

Try experimenting with the Main Menu for a few minutes now to see how it works and to get an idea of what the different parts of the program look like. Just press the letter key corresponding to the

capital letter beginning any line in the menu--this letter will also be separated from the rest of the line by a left parenthesis: "(". That is, you would press **[U]** for **U(tilities.**

You can get back to the Main Menu from any of the other menus you'll see by pressing either **[Q]** or **[ESC]**. The only Main Menu key you shouldn't press now is **[X]** for **"X(it"**--you will leave the program if you do. *(The misspelling of "exit" in the Main Menu is deliberate, by the way, because "E" is already in use for Enter Transactions.)*

Don't hesitate to try anything listed in any of the menus. You can't hurt anything.

If you do not have a printer attached to your computer, you shouldn't use the Initialize Printer function in the Setup segment to tell *CPA* you do have a printer. If you go ahead and do this anyway, remember to select **S(creen** rather than **P(rinter** in the various "print" functions and facilities. Selecting **P(rinter** when you don't have one will cause the program to "hang."

We hope you will find that you can figure the program out on your own without following along with this guide.

F. Transaction Entry.

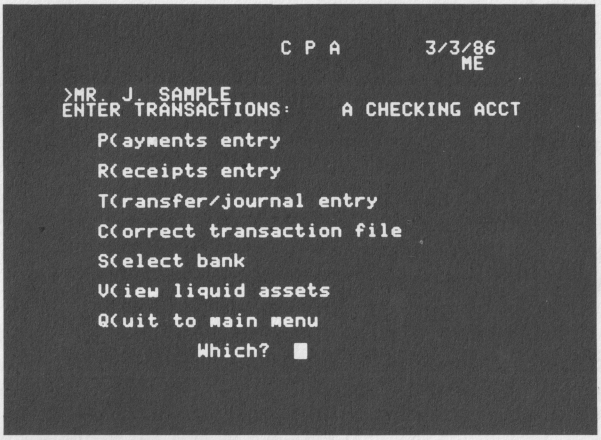
Once you're comfortable with the Main Menu, you're ready to begin learning about the most common and vital *CPA* operation: the entry of financial data.

Before you can enter transactions correctly on the practice disk, you will need to know some of the accounts listed in the sample chart of accounts. Until you have memorized at least the most commonly used account names or numbers, you will find it very helpful to have a printed copy of the chart of accounts on hand. A copy of the Sample chart of accounts can be found on the back of the Printer Setup sheet included with *CPA*, or you can obtain a copy of the chart of accounts on the practice disk or any data disk by using the **L(ist Chart of Accounts** facility in the Main Menu if you have a printer attached to your computer. (You'll have to first go to the Setup segment to give the program information about your printer.)*

When you have a chart of accounts to refer to, press **[E]** in the Main Menu to select **E(nter Transactions**. The disk drive will become active for several seconds while this program segment is loaded into the computer. When the drive stops, you will see the Enter Transactions menu:

---

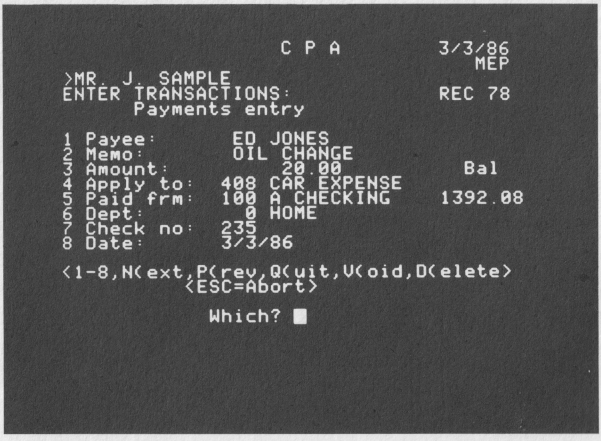
* If you need instructions for any operation mentioned in this guide, please see the *CPA Reference Guide* under the same topic. Page references in the *Reference Guide* can be found in its Table of Contents and Index.



The Payments, Receipts, Transfer/Journal and Correct Transactions functions all work in a very similar way. (In fact, Correct Transactions can be invoked directly from any of the other three functions without returning to the Enter Transactions menu first.) So perhaps the easiest way to start is to go through the Payments entry function, then touch lightly on the others.

1. Payments Entry.

While the Enter Transactions menu is visible on your screen, press [P]. This will cause the following screen to appear (without data items--your screen won't look exactly like this unless you enter the same transaction):



Using the payments entry screen is very much like writing a check. As it should be: usually you will simply copy most of the

information needed from your checkbook. Let's make an entry to see how it works.

Entry starts with a payee. Type the name of the person or organization to which payment was made, then press **[RETURN]**. (Since you are keeping your own records, you can abbreviate as much as you like, of course.) For now, enter **ED JONES**.

Next you can enter a memo if you wish. You may type in any identification or note that you want in the record, or you can simply press **[RETURN]** to go on to the next blank. Try typing **OIL CHANGE** here, then press **[RETURN]**.

The amount is easy to enter. Just type the number of dollars and cents, followed by **[RETURN]**. If it is a whole dollar amount, there is no need to type anything but the number of dollars: *CPA* will add ".00" to your entry. To illustrate this, enter **20** (twenty) now. As 20.00 is displayed on the screen, you will also see the balance shown to the right of the "From" account decrease by twenty dollars.

The cursor will now move down to the last empty space in the screen: "Apply to:". On the Payments entry screen, this is the account to which funds are being transferred. Try to type **CAR EXPENSES**. ***(All you can do is try, because as soon as you type the first "E," CPA recognizes the account, completes the typing for you, and supplies the account number.)*** The cursor will now move down past the last four items in the transaction record to near the bottom of the screen, and a "mini-menu" will be displayed below the record.

There is never a need to worry if you make a mistake typing any of the first four items, or if any of the last four items supplied by *CPA* are incorrect. Once the cursor moves to the mini-menu, you can change any item in the record, or even delete the record completely. The Correct Transaction function will let you correct any errors which you might find in a record any time in the future.

To change any item in an entered record--not only on the Payments screen but on the other three as well--just press the number key corresponding to the number appearing at the left of the item you want to change. If you want to change the amount of the transaction, press **[3]**. The cursor will immediately move to line 3, **Amount**. Try this now. Next, press **[RETURN]**. **20.00** will return to the amount line, and the cursor will go back to the mini-menu. Press **[3]** again; type **25.06**; press **[RETURN]**. The amount will be set to $25.06.

Once you have the transaction entered to your satisfaction, you can save it as a record three different ways:

* *You can press [Q] to return to the Enter Transactions menu.*

* *You can press [N] to go on to the next Payments transaction.*

* *You can press [P] to go back to the last transaction--of any type--in the records.*

You can also get rid of the transaction, or its effects on your account balances, three different ways:

* *Press [ESC] to erase the transaction and return to the Enter Transactions menu.*

* *Press [D] to erase the transaction and remain in the Payments entry function.*

* *Press [V] to void the transaction. (A new line, numbered "9," will appear when you do this to show the void status. You can then change back from void if you want by selecting Line 9 and following the screen prompts.)*

NOTE: The D(elete option is only available with the* last *transaction in the records. As soon as a transaction is entered, the previous transaction can be voided, but not deleted. D(elete is not even listed in the mini-menu for any transaction except the last. This prevents leaving "holes" in your records and provides an audit trail.

The terminology and items are slightly different in the Receipts and Transfer/Journal entry functions, but they work and are used in the same way as the Payments function: try a few Receipt and Transfer/Journal entries to see the differences.

2. Correcting Transactions.

Correct Transactions doesn't work in quite the same way as the transaction entry functions. One difference is that in the Correct Transaction function, all the lines are filled in with existing values, and all items are changed by using the mini-menu to alter the record one line at a time: you won't automatically step through the first four lines as you do in transaction entry.

Another difference is that the **N(ext** option in the Correct Transaction mini-menu moves you out of Correct Transaction from the highest-numbered record, rather than allowing entry of a new transaction. Both **N(ext** and **P(revious** move you sequentially through the records, regardless of transaction type. You can correct any type of transaction while you are in the Correct Transaction function, and you will see the right entry screen for each type.

Correct Transaction differs also in that it can be reached from the Payments, Receipts and Transfer/Journal entry functions, as well as from the Enter Transactions menu. When you select the **P(revious**

option in any of the other three functions, you jump immediately into Correct Transactions without passing through the segment menu. Then, when you use **N(ext** to move past the last entered record, you will return to the transaction entry function you were using before. If you call Correct Transactions from the segment menu, on the other hand, you will return to the segment menu if you choose N(ext from the highest-numbered record.

When invoked by the **P(revious** option, Correct Transactions must step through transaction records one at a time. However, when you call Correct Transactions from the Enter Transactions menu, you may select a specific transaction located anywhere in the records.

Let's take a brief look at how this last feature works.

* *If you are still in a transaction entry function, press* ***[Q]*** *or* ***[ESC]*** *to return to the Enter Transactions menu. Now press* ***[C]****. You will be asked "Number of record to correct?" Pressing* ***[RETURN]*** *without typing a number will take you to the last transaction record, whatever its number might be. For now, though, type* ***50*** *(fifty), then press* ***[RETURN]****. After brief disk drive activity, you will see record #50 displayed on a Correct Payments screen.*

* *The cursor will be located by the mini-menu when you reach a transaction record with the Correct Transactions function. Therefore, all you have to do to get to this "memo" item is press* ***[2]****, the number of the memo line. The "gardner" entry will be replaced by the cursor. Type* ***GARDENER****, then press* ***[RETURN]****. The new spelling will stay in the memo line, and the cursor will move back down to the memo line. (Notice that you will type capital letters whether or not the SHIFT or CAPS LOCK key is depressed. If you type a lowercase letter,* CPA *will convert it to uppercase before displaying it on the screen.)*

That's it. You have successfully corrected this record. And although errors in other entries, like the amount, date and check number, are far more important than a misspelling in a memo, the technique for correcting them is the same. Just press the number of the item to change, type the correct information, and press **[RETURN]**.

If you accidentally select an item that shouldn't be changed, press **[RETURN]** without typing anything first to restore the original item.

Once you're satisfied with your correction of a record, press **[Q]**, **[N]** or **[P]** to leave the record while saving your correction. A change to a record isn't saved on your data disk unless you move out of the record by pressing one of these three keys. Pressing **[ESC]** will return

you to the Enter Transactions menu, losing any changes you have typed and leaving the record unchanged.

A change to the amount of the transaction or to the accounts listed in the transaction will automatically be reflected in the accounts and account balances when the altered transaction is saved. If you change the amount, the balances of both accounts will be adjusted; if you change one or both accounts, the amount of the transaction will be correctly shifted from the old accounts to the new accounts, and the balances of all affected accounts will be adjusted.

Since the Correct Transactions function can be used with any transaction record on a data disk, it is a powerful tool in the task of maintaining accurate records.

G. Reconcile Bank Statement

Reconciling (or "balancing") an account with a bank statement is one of the most important bookkeeping operations because it verifies the accuracy of both your own records and those of the bank.

"Reconcile" means "to bring into agreement." When you reconcile an account, you check it for accuracy, but you also make sure that all particulars agree with the bank statement. To make this as easy as possible, *CPA* allows instant correction of amount errors as you are going through an account.

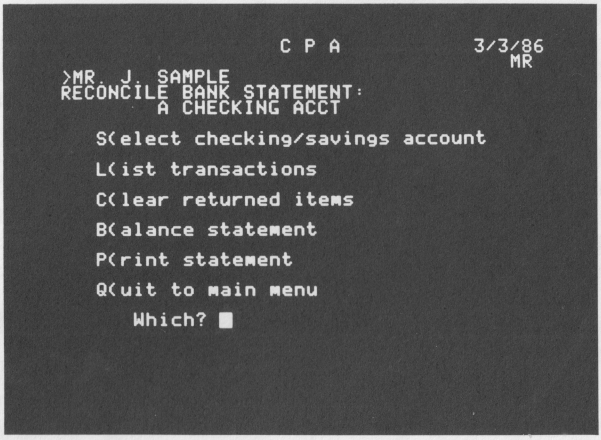
Let's take a look at how reconciliation is performed.

The Reconcile Bank Statement Segment

(Beginning here, we will only offer general suggestions of things for you to try, rather than go into a lot of detail. Don't panic: if you need specific information, you can find it in the Reference Guide.*)*

One of the selections in the *CPA* Main Menu is **R(econcile bank statement**. Go to the Main Menu in the practice program now--**Q(uit** or **[ESC]** from any operating segment or print facility.

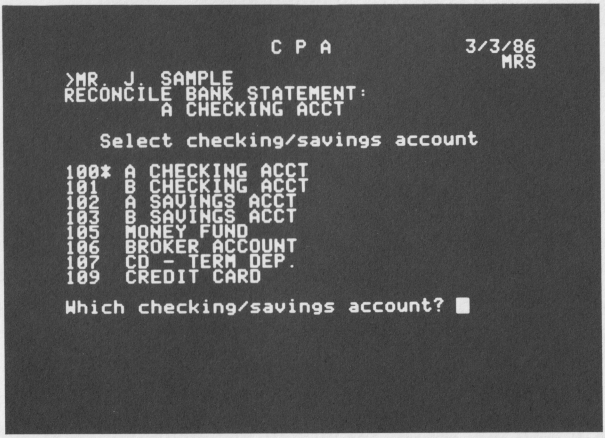
When the Main Menu is visible on the monitor screen, press **[R]**. Drive 1 will be active for a few seconds, then you will see the Reconcile bank statement menu:



As you can see, this menu gives the disk name ("**MR. J. SAMPLE**" if you are using an unaltered practice program). It also names a bank account: **A CHECKING**. This is the account which the program is currently set to reconcile.

As it happens, A CHECKING is the only account in the sample data which contains many transactions, so it is the one you should use to practice reconciliation. However, *CPA* allows you to choose any of your liquid asset accounts to reconcile. To see how this works, press [S] from the Reconcile bank statement menu.

You should see:



Experiment a little. Operation is simple. Try out the options listed on the screen. Select a different account (by number) if you

like; just remember to reselect A CHECKING before returning to the Reconcile bank statement menu. (If you have trouble, refer to the Reconcile bank statement section in the *CPA Reference Guide.*)

Once you are back in the Reconcile bank statement menu, press [C] to select **C(lear returned items**--the function used in reconciliation.

After you press [C], you will be asked for some information that will tell the program what records to include in the reconciliation listing.

You will enter a "calendar month." This is nothing more than the month of your bank statement, usually the month in which you received it.

You have the option of including cleared transactions. But since including cleared transactions will complicate reading the reconciliation screen, it's a good idea to select **No** when prompted, unless you know a transaction was erroneously cleared earlier.

You will also enter "date of last item." This is the date of the last (youngest) transaction appearing on the statement; *CPA* will not list any transactions with a date after this date during reconciliation. When you enter a calendar month, *CPA* supplies the last day in that month as a default date of last item.

The calendar month and date of last item control the time period for which records will be reconciled. You must also choose the status of transactions to be included.

For practice purposes, enter a calendar month of **2** and an ending date of **3/1**, with cleared items not included. Doing this will cause the disk drive to switch on as data is located and sorted, then you will see the first lines of the outstanding transaction list on your monitor screen.

Like the Enter Transactions screens, this one contains a mini-menu at the bottom. Try pressing the keys listed in the mini-menu--remember, you can press [**ESC**] to back out of any choice you don't like. Note that the keys are divided into two main groups. One group moves the cursor through the list of records; the other group "marks" records as Cleared, Void or Outstanding. You also have options to **C(hange** the **amount** of any transaction in the list and to **Q(uit** the function entirely.

Again, the quickest way to learn this function is to try out all the options: don't hesitate to try anything. **Remember you must hold down the SHIFT key to get a question mark, if you want to change a transaction from void or cleared to outstanding.**

Notice as you go through the listed transactions that you see all the outstanding transactions entered with dates on or before March 1 (or whatever other ending date you entered). If you clear any of these by typing an "X," the transactions will be marked with a "2" internally to show that they were reconciled with the February statement. You will see this calendar month number displayed by other *CPA* functions, but it doesn't show up on the Clear Transactions screen.

Of course, when you are actually using the Clear Transactions screen with your own bank account, you will be working with a bank statement. You will just go down through the statement, clearing every transaction in your account that appears on the statement with the same particulars as shown in your *CPA* record. If you find amounts that disagree, and you know the bank statement is correct, you can quickly change the amount in the record.

Some other comments are in order here:

There are a couple of specific things you might want to bear in mind about **V(oid**ing a record. First, it will cause the amount of a record to be omitted from the account balance, so this is the quickest way to eliminate the effect of a duplicate record during reconciliation. Second, once a record is **V(oid**ed, you will NOT be able to see it again on this screen once you leave the C(lear Transactions function, unless you first go to the Correct Transactions function in the Enter Transactions segment and change the record back to outstanding.

You will need to use the Correct Transactions function if you want to change anything in a record except the amount. The Clear Transactions function allows changing of the amount ONLY. (This is because only the amount has an effect on the account balance.) For tracking purposes, you will want to fix any other errors you find, particularly in the date or check number, using the Correct Transactions function as discussed in the previous section of this Tutorial Guide.

Note that if you want, you **can** perform reconciliation using only the Correct Transactions function to set the Cleared line, and that function will allow you to change any incorrect item in a record. But doing so is slower and more cumbersome than using Clear Transactions in the Reconcile bank statement segment if you don't have an abnormally high number of errors in your records.

H. Reports and Printing.

Scattered throughout *CPA* are functions and options whose sole purpose is to present information in convenient form. Some of these are "print facilities" listed in the Main Menu; others are located in the program segments where their information is most relevant. The information that can be obtained ranges from short summaries of liquid asset balances to

detailed transaction listings that could conceivably fill forty or more sheets of paper. Many of these display functions offer a number of options and variations, allowing you to choose how information will be shown.

The best way to learn about *CPA*'s display functions is to use them. Experiment. If you come up with questions while trying to get the report you want, you can find answers in the Reference Guide *(the Reference Guide will make more sense to you* ***after*** *you have some experience with the program).*

There are only a few things you need to remember before you begin to play with *CPA*'s data-display functions:

First, NO reports will be printed on paper unless you first use the Initialize Printer function in the Setup segment to tell *CPA* what type of printer you are using. This function allows you to select from a menu listing some of the most common printer makes and models, or to customize the program for many other printers. New practice program disks and new data disks are created with "No Printer" selected. Printing will not take place unless this setting is manually changed.

Second, every display ("print") option offers you the choice of seeing information displayed on your monitor screen or printed on paper if a printer option other than "No Printer" has been saved on the data- or practice program disk.

DON'T SELECT P(RINTER IF YOU DON'T HAVE A PRINTER ATTACHED TO YOUR COMPUTER!

If you do, your computer will **try** to print the report, because it really isn't very smart. In fact, it's so stupid it will will just sit there (forever, if you let it) hoping to get a message back from the printer that isn't there. If your computer "hangs" like this, it won't even recognize frantic pounding on the keyboard--the only cure is to switch the computer off and reload the program. No damage will be done to your equipment or to your *CPA* program or data disks if the program hangs, but this is obviously an inconvenient situation.

Third, if you have a monochrome monitor or an RGB color monitor and a computer with 80-column display capability, you will see all of *CPA*'s reports sharply displayed in their full width when you choose S(creen display. But if your computer has only 40-column capability, or if you switch it to 40-column mode to get a clear display with a TV set or composite color monitor, you'll see only half the width of each report page at a time. If you hold down the CONTROL key (which may be labeled CTRL on your machine) while you press **[A]**, your view will switch to the opposite side of the page you are currently viewing. The message "Press CONTROL-A"

will appear in the **right** half of all screens ***(with 40-column display only)*** to remind you.

Fourth, you can stop the display of a report at any time, even if it's being printed on paper, by pressing [ESC]. The program will then give you the choice of resuming the report or leaving the print function, so you can use this feature if you want to pause during printing for any reason, such as answering the telephone without the clatter of your printer in the background.

Finally, display functions have NO effect on stored transaction records.

I. Screen Identifier Codes & The Wall Chart

Included with your copy of *CPA* is a wall chart. It contains every important menu and data entry screen used in the program, arranged to show the structure of the program. When used with *CPA*'s "screen identifier codes," it can be an invaluable aid to using *CPA*.

A **screen identifier code** is found on every screen reached from the *CPA* Main Menu. It always consists of letters, and is found just below the current date in the upper right corner of the screen. Each screen has its own code, so effectively, the identifier code is the name of the screen.

Each letter in an identifier code identifies a screen, usually a menu, through which the current screen is reached. Each code starts with "**M**," because all screens are reached beginning with the Main Menu. "M" is followed by the initial letters of the titles of each screen leading to the current screen, ending with the initial letter of the current screen.

That probably sounds more complicated than it really is. An example should make it more clear.

In the lower right corner of the wall chart, you will find a screen bearing the identifier code **MSAET**. The letters in this code have the following meanings:

Main Menu
Setup
Automatic transactions setup
Enter new or change information
Transfer/journal entry

If you think of the wall chart as a map of *CPA*, you will see that this identifier code is really a route on the map, telling exactly how this screen is reached from the Main Menu.

In practice, the identifier codes are even more useful than mere route descriptions. *CPA* uses the same initial letters that begin the titles of screens as keypresses in the menus to reach them. So by simply typing the

letters of its identifier code (except for the "M") you can reach any screen in the program from the Main Menu. Thus, typing **SAET** while the Main Menu is visible on your monitor screen will take you to the screen for entering automatic transfer/journal transactions. You don't even have to wait for each screen in the sequence to appear, because *CPA* features a "type-ahead buffer." (See Chapter 1, "General Conventions," in the *CPA Reference Guide* if you want more information on this.)

To sum up very briefly, if you want to use a particular *CPA* screen, you can just find it on the wall chart, then type its screen identifier code--beginning with the **second** letter--to quickly reach it from the Main Menu.

J. The End

We hope that this short guide has helped you find your way through *CPA*, but of course it has left many questions unanswered if you have no prior computing or accounting experience.

The reason the *CPA* instructions have been broken down from one large manual into several smaller guides is to facilitate finding specific kinds of information quickly, without a need to wade through many pages covering things you already know about. Thus, if you only need a quick refresher on the principles of bookkeeping, you can read The *Beginner's Guide to Bookkeeping*. Or if you've come across a specific problem, you may find the solution in the *Question & Answer Guide*.

If your question concerns use of the *CPA* program, you should be able to find the information you need in the *Reference Guide*. It's the thickest part of the instructions, and it will probably be more confusing than helpful if you try to read through it all at once. Instead, think of it as an encyclopedia: when you have a question, go to the part of the Reference Guide which deals with the program segment or facility you're using. You should find the answer there.

Every instruction manual or guide is to some extent an experiment, and these *CPA* Guides are no exception. We have tried to anticipate your questions and problems without burying you in needless information and trivial technical detail. Unfortunately, there's no way we can tell if we've hit the mark until the instructions are in your hands, and we still won't be able to tell unless you let us know.

So, if you have suggestions that might improve these Guides, please let us know. If you think we've given too little information or too much, if you think a different organization or more illustrations or bigger type would be more helpful, tell us. We value your suggestions, because they help us improve our products to better suit your needs.

If you have suggestions or comments about these Guides, send them to:

Documentation Department
Sir-Tech Software, Inc.
PO Box 245
Ogdensburg, NY 13669

If you have a question or a specific application which is not covered anywhere in these Guides, please do not hesitate to call our Hotline Support Service. (If you are having trouble using a particular screen, please have its screen identifier code ready so the Hotline operator can help you more quickly.)

The Hotline is open from 9 a.m. to 5 p.m. Eastern time on weekdays for *CPA*-related questions.

Our Hotline number is:

(315) 393-6633

(Sorry, we can't accept collect calls.)

INDEX

DISCLAIMER

Neither SIR-TECH SOFTWARE, INC., the author(s), distributor(s) or seller(s) of this product shall have any liability or responsibility to the purchaser or any other person or entity with respect to any liability, loss or damage caused or alleged to be caused directly or indirectly by this product, including but not limited to any interruption of service, loss of business and anticipatory profits or consequential damages resulting from the use or operation of this product. This product will be exchanged if defective in manufacture, labeling or packaging, but except for such replacement the sale or subsequent use of this program material is without warranty or liability.

Disk Warranty

If your disk should become unreadable within 90 days of purchase, return it with proof of purchase to SIR-TECH SOFTWARE, INC., for a free replacement. After 90 days enclose $7.50 to cover costs of media restoration or replacement and shipping charges. Before returning your disk, please determine:

(1) If your disk drive is out of alignment and speed or;

(2) If your computer has a bad RAM.

Test the disk on another computer. If the program works, you have a problem with your hardware. If the program doesn't operate, send the disk back to us. The original disk must be returned to us for replacement.

SIR-TECH SERVICES

Hotline Support System -- Available 5 days a week

If you have a problem with *CPA* that you can't solve, we encourage you to call us. We've got someone waiting to help you.

Phone (315) 393-6633

Monday - Friday -- 9:00 a.m. - 5:00 p.m. Eastern time

We repair and mail back corrected disks within 24 hours of receiving them. Very few firms claim this service. SIR-TECH claims it . . . and we do it.

SIR-TECH
Sir-tech Software, Inc.
P.O. Box 245
Charlestown Ogdensburg Mall
Ogdensburg, NY 13669

Printed in Canada

CPA 004